



Onondaga County Sheriff's Office Civil Process Division Fee Schedule

<u>Paper Type</u>	<u>No. Copies</u>	<u>Fee</u>	<u>Additional Information</u>
Arrest Orders	Original + 1 copy	\$55.00 + Double Mileage	Additional \$20 if prisoner is to be committed to jail
Citation	2 copies	\$16.00 + Mileage	
Eviction	Original + 4 copies per party being served per caption	\$110.00 + Double Mileage	Add \$20 per additional party to be evicted
Information Subpoena	Original + 2 copies	\$16.00 + Mileage	Please include a self-addressed stamped envelope
Income Execution 1 st stage only	Original + 5 copies	\$45.00	Copy of Judgment
Income Execution 2 nd stage only	Original + 3 copies	\$45.00	Needs 1 st stage sheriffs return and Copy of Judgment
Income Execution both 1 st and 2 nd stage	Original + 5 copies	\$80.00	Copy of Judgment
Miscellaneous Paper	2 copies	\$16.00 + Mileage	
Notice of Petition and Petition (must serve both)	Original + 3 copies per party being served	\$55.00 <i>Per Party</i> being served + Mileage	
Notice to Appear	2 Copies	\$16.00 + Mileage	
Order of Attachment	Original + 3 copies	To serve Garnishee \$115 + Mileage To serve Defendant \$45.00 + Mileage Additional Levies \$40.00 + Mileage	
Order of Seizure	Original + 2 copies	\$90.00 + Double Mileage	Separate check of \$500.00 for advance expenses plus proof of ownership
Order to Show Cause	2 copies	\$46.00 <i>Per Party</i> + Mileage	
Orders & Mandates	2 copies	\$46.00 + Mileage	
Property Execution Auto	Original + 2 copies	\$85.00 + Double Mileage	Separate check for advance expenses (i.e. storage) of \$500.00 Copy of Title (first \$4,825 exempt)
Property Execution Real	Original + 2 copies	\$100.00 + Double Mileage	Separate check for advance expenses of \$1,500.00 Copy of Title (first \$4,825 exempt)
Property Execution Milk Checks	Original + 2 copies	\$70.00 + Mileage	On all intangible items (you can't touch, can't take with you)
Property Execution Cash Drawers	Original + 2 copies	\$85.00 + Double Mileage	On all tangible items (you can touch and take with you)
Property Execution with Notice to Garnishee—Bank (Individual or DBA)	Original + 2 copies	\$115.00 + Mileage	Need 2 Exemption Claim forms and 1 Exemption Notice per each copy (first \$3,425 exempt)

Property Execution Rents	Original +2 copies	\$70.00 + Mileage	
Property Executions Equipment	Original + 2 copies	\$85.00 + Double Mileage	Separate check for advance expenses of \$500.00 Need list of all equipment and serial numbers
Property Execution General Demand	Original + 2 copies	\$70.00 + Mileage	
Quit Claim/Sheriff's Deed	Original & Order	\$20.00	
Subpoena	2 copies	\$16.00 + Mileage (Criminal matters are no charge)	
Subpoena for a Deputy	2 copies	\$15.00 Payable to OCSO for Family Court Matters No charge for Criminal Matters	
Subpoena - Hospitals	2 copies	\$16.00 + Mileage	Serve at least 3 days prior to court date
Subpoena – OCSO Records	2 copies	\$16.00	Judge must sign
Summons – Matrimonial	2 copies	\$16.00 + Mileage	
Summons & Complaint	2 copies	\$16.00 + Mileage	
Summons & Petition	2 copies	\$16.00 + Mileage	

Revised 4/1/2024